

Records
06 OCT 1970

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology

SUBJECT : Fourth Annual Records Management Conference -
November 1970

1. The Fourth Annual Conference of Records Management Officers
will be held on 9 and 10 November 1970 [redacted]

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2. During the past two years our efforts to reduce the volume of material in the Agency Records Center resulted in the removal of some 40,750 cubic feet of documents. During the same period the Center accessioned 32,600 cubic feet of new material for storage. The creation of new documents held our net reduction to about 8,000 cubic feet. The primary objective of this year's conference of Records Managers is to study and discuss techniques to control Records Creation. The topics considered will include Records Management problems related to Reports, Forms, and Correspondence as well as records equipment, microforms, computers, and other modern systems in reducing and controlling records creation. Particular emphasis will be focused on the reports inventory and Federal paperwork study now underway in your offices.

3. I urge that your component heads designate their Records Management Officers or other administrative officers to attend and actively participate in this Conference. Please have them notify the Conference Coordinator [redacted] of their designees by 16 October. The Agency Records Administration Officer will provide the administrative details for the Conference directly to the component-designated representative.

DDS/SSS/RAB [redacted] dd (24 Sep 70)
Distribution:

SIGNED R. L. Bannerman

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R. L. Bannerman
Deputy Director
for Support

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06 OCT 1970

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

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and Federal paperwork study now underway in your Offices.

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other administrative officers to attend and actively participate in this
Conference. Please notify the Conference Coordinator [redacted]
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SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

DDS/SSS/RAB [redacted] fms (24 Sep '70)

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Fourth Annual Records Management Conference

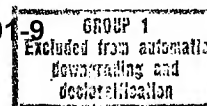
1. Plans are underway for the Conference of Records Management Officers to be held [REDACTED] 9 and 10 November 1970. Mr. Bannerman has approved convening the Conference and has written to Col. White and the Deputy Directors urging them to have each of their components represented.

2. The theme of the Conference this year is the "Control of Records Creation" and will study problems in the areas of Reports, Correspondence, and Forms. Also other subjects related to records creation will be discussed such as records equipment, microforms, and computers. Particular emphasis will be focused on the reports inventory and Federal paperwork study now underway.

3. We would appreciate your assistance as DCI representative on the Records Management Board in promoting attendance at the Conference by an administrative representative from the DCI area and each Independent Office. Perhaps you could obtain the support of [REDACTED] or [REDACTED] in this effort. I recognize that several of the individuals in the DCI area who carry the Records Officer title have been reluctant to attend in the past because they are not really trained Records Officers. That is the reason they or someone should attend. Most are secretaries but they do acknowledge that they have records problems. Their offices look to them to handle the local records requirements. Hence, they should become familiar with the Agency's existing records systems and learn where they can turn for help. They will find themselves among several other secretaries with similar problems and will meet many experienced Records Managers and Office Administrators who will prove to be excellent contacts on future records questions.

4. Besides the immediate training objective of this Conference, and the annual renewal of a Records Program "esprit de corps", I am determined to firmly establish in each component an individual who appreciates the need for a systematic approach in managing records and knows where to look for proper corrective action when necessary. Your timely word to administrators in the DCI area can help enlighten them

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as to the long range benefits likely from his Conference participant.
The following individuals are currently listed as the Records Officer
contacts in the DCI and Independent Offices:

Office of DCI
Office of PPB
Cable Secretariat
General Counsel
Legislative Counsel
Inspector General
Audit Staff
Office of National Estimates



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Thanks again for all your help with our Records Program.


CIA Records Administration Officer

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